User Manual

1.0   User Login and Navigation

1.1   Signup Page Overview:

The login page allows authorized users and administrators to securely access the system.

1.2   Steps for Sign-up

(a)   Email Address

- Enter your valid email ID.

(b)   Mobile Number

- Enter your 10-digit mobile number.
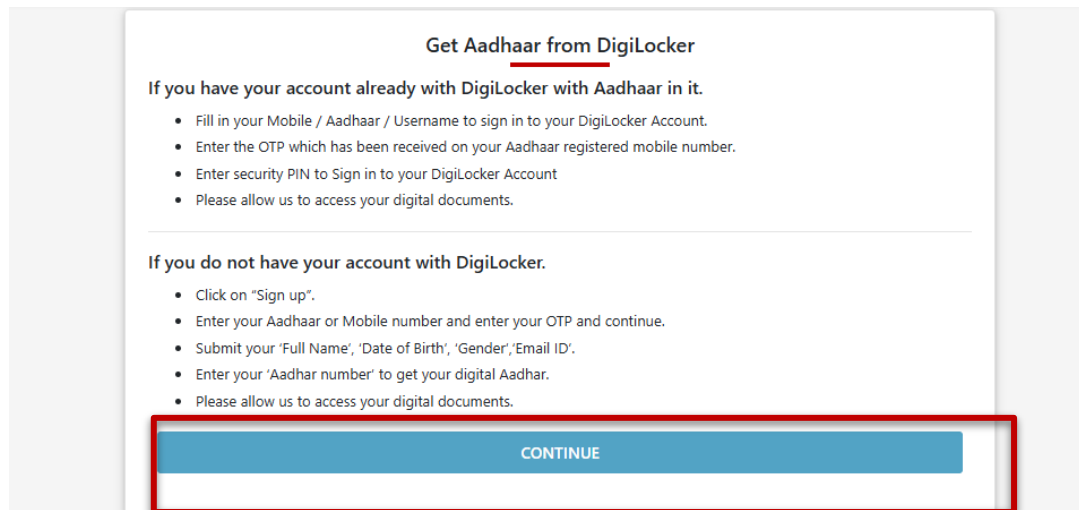- Country code (+91) is preselected.

(c)   Aadhaar Number

- Enter your 12-digit Aadhaar number.
- Use the **eye icon** to show/hide the Aadhaar number.

(d)   Captcha Verification

- Solve the math captcha displayed.
- Enter the correct answer in the captcha field.
- Click the **refresh icon** if the captcha is unclear.

- Click **Send OTP** to receive the OTP on your mobile number and you will be automatically re-directed for KYC verification, click on continue.

- Enter Aadhar No. on Digi locker Page as shown below:
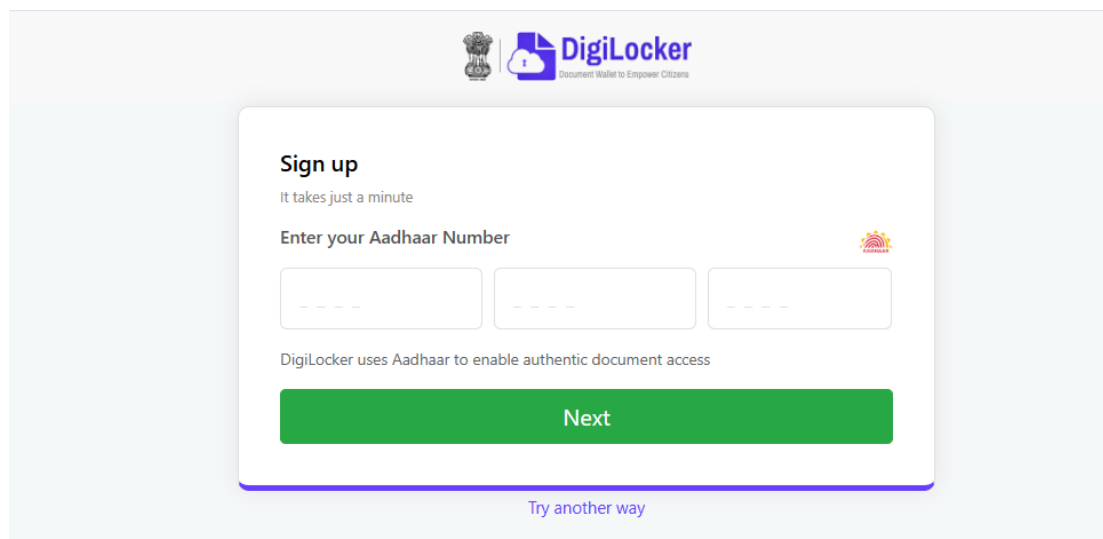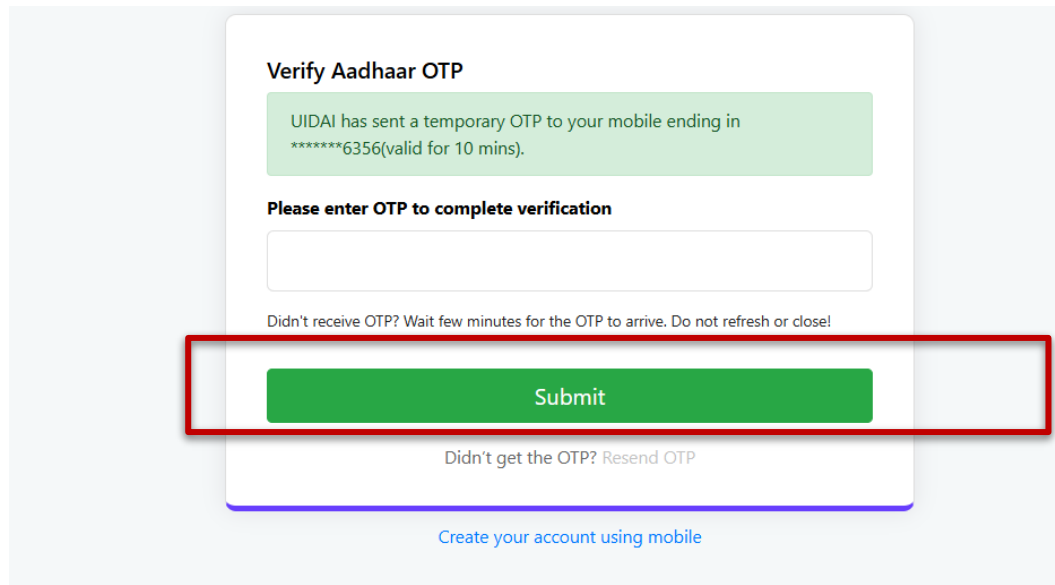
- Enter the OTP received on Aadhaar Registered Mobile Number and click submit.
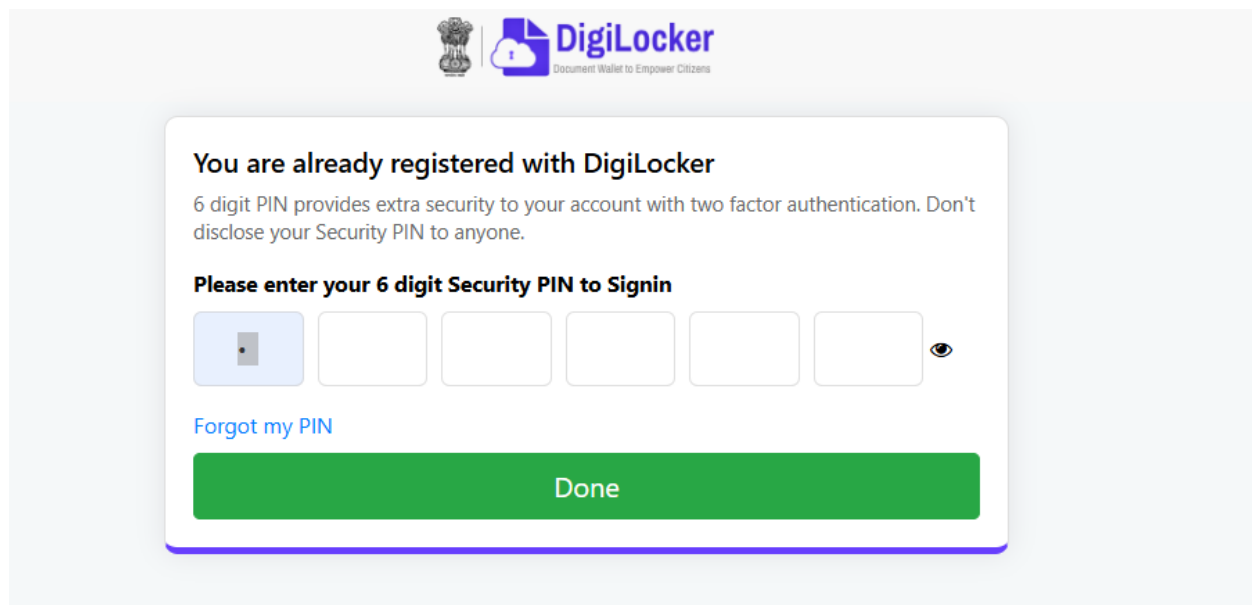
Note: It is mandatory to have Digi locker account for registration on portal, applicants not having the Digi-Locker account shall be asked to create the same.

(f)   Aadhaar Verification via Digi Locker (KYC Process)

- User will be asked to enter Digi-Locker PIN.
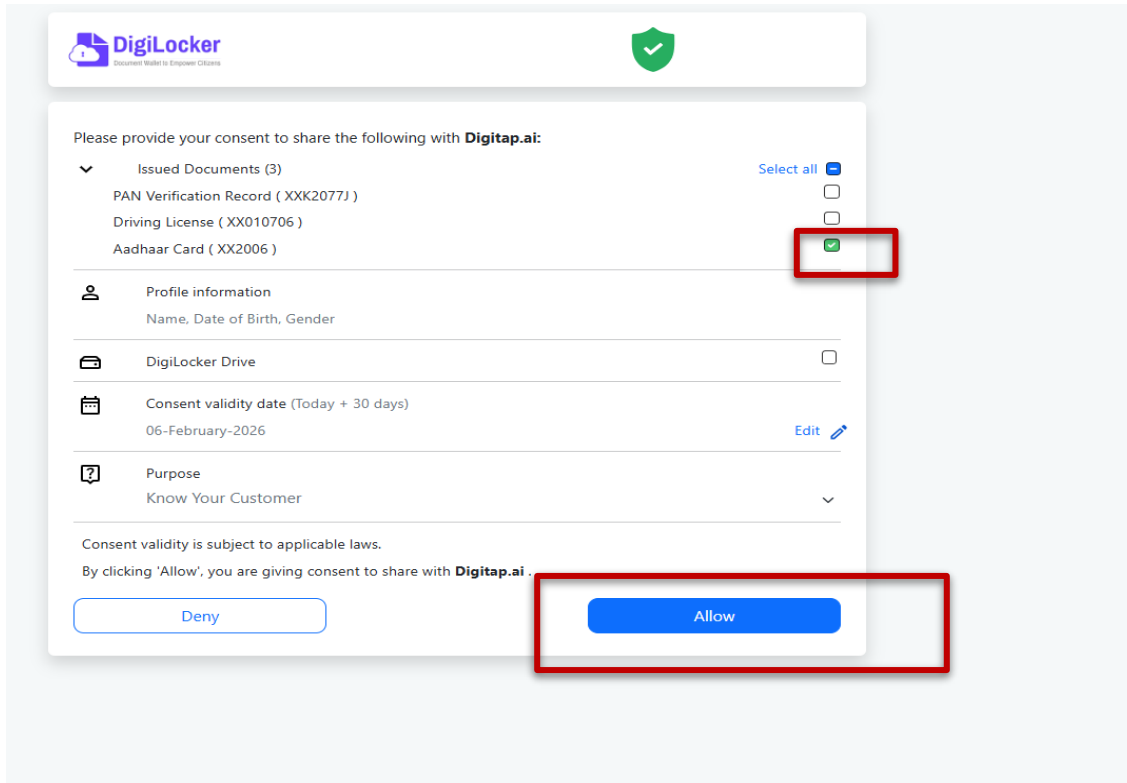
- Digi Locker will ask for your permission to share your **Aadhaar XML / Aadhaar e-KYC data** with the portal, select Aadhar Card and Click **Allow / Continue**.

- The system will automatically fetch your Aadhaar name and other KYC details.

- Once data is successfully fetched:
  - Aadhaar will be marked as **Verified**
  - KYC status will show **Completed / Success as shown below:**
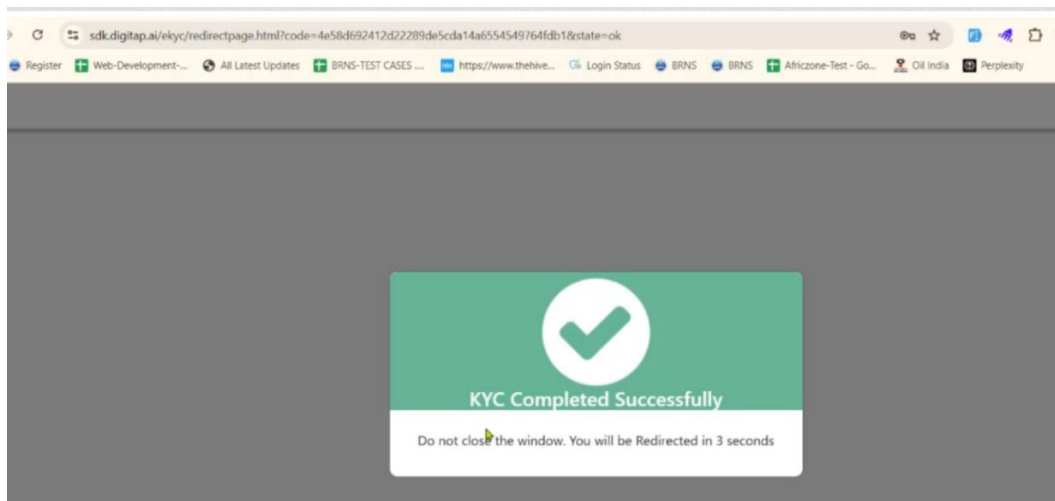
(g) Registration Completed

- After KYC is completed, your user account will be created successfully, and user will be redirected to login page.
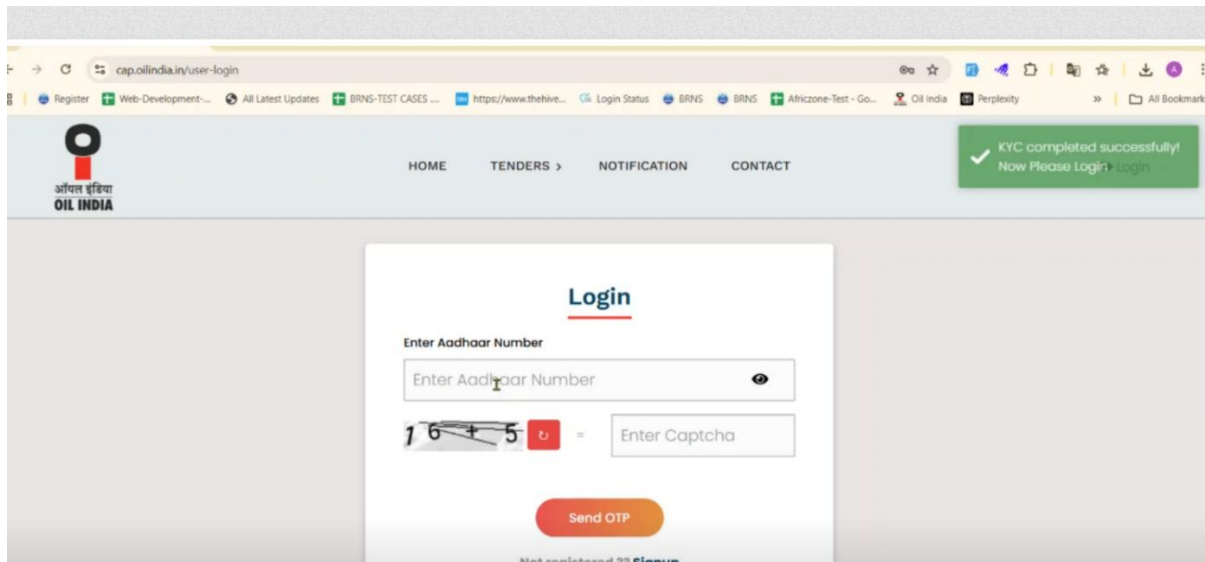
2.0 Login Process: After KYC completion the user shall be automatically redirected to login page or User may access the login page through the link given below:

Login URL: https://cap.oilindia.in/user-login
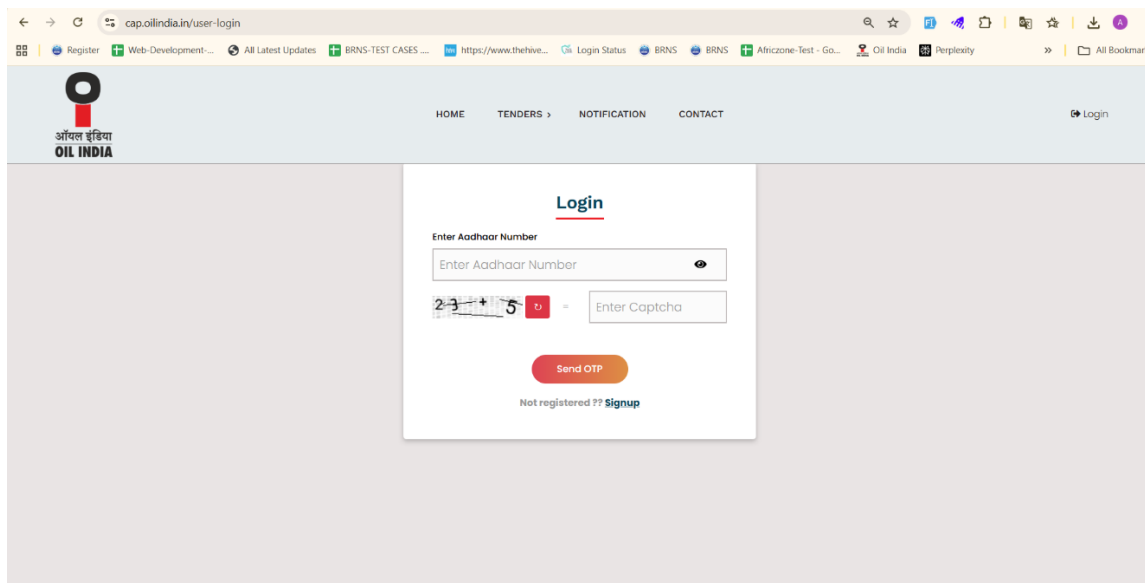
- Type your **12-digit Aadhaar Number** in the input field. (You can click the **eye icon** to show or hide the entered Aadhaar number.)
- Enter the Captcha (If the captcha is unclear, click the refresh icon to load a new one)
- After entering Aadhaar Number and Captcha correctly, click Send OTP**.**

- An OTP will be sent to your **registered mobile number** (Provided at the time of registration)**.**
- Enter the OTP and click Login

3.0   Filling of Application Form:

- After login click on the tenders and select the Ambulance tender.

1. The application form will open as shown below:

Ⓡ REGISTRATION OF APPLICATION

Hiring the Service of AC Ambulances

Tender No: **DCT0998P26**

Name of Applicant (in Full)*

| Mr ⌄ | Enter First Name | Enter Middle Name | Enter Last Name |

Name of Applicant's Father (in Full)*

| Mr ⌄ | Enter First Name | Enter Middle Name | Enter Last Name |

Applicant's latest color photo*

Choose File | No file chosen

size Must be 50 KB to 2 MB (Only jpg, JPEG)

Gender*

Select Gender ⌄

Employment exchange card no *

Card Issued From (Exchange Name)*

Select your Exchange ⌄

Validity of Exchange Card *

dd-mm-yyyy 🗓

Exchange Card Image*

Choose File | No file chosen

size Must be 200 KB to 2 MB (Only jpg,JPEG)

Date of Birth (D.O.B) of Applicant*

dd-mm-yyyy 🗓

PAN Number*

Address*

Note: (i) *Applicants are advised to periodically save the form while entering the details using '**Save as Draft'** in Bottom Right corner of the window.*

(ii) Field marked with the (*) are mandatory.

2. Enter applicant and parent details

- Select title (Mr/Ms/etc.).
- Type First Name, Middle Name (if any), and Last Name.
- Name of Applicant's Father (in Full)
- Select title and type your father's first, middle (if any), and last name.

3. Upload photo and select gender

- Click "Choose File".
- Select a recent colour photo in JPG/JPEG format within the size limit shown on screen.
- Click the drop-down and select your gender.

4. Employment exchange details

- Enter your exchange card number
- Select the employment exchange name from the list.
- Validity of Exchange Card (It should be valid as on BCD)
- Click the calendar icon and choose the validity end date from the card.
- Exchange Card Image
- Click "Choose File" and upload a clear scanned image of the card within the allowed size.

5. Date of birth, PAN, and address

- Date of Birth (D.O.B) (Age must be between 18 years and 55 years as on bid closing date of the tender (28.01.2026)).
- Click the calendar icon and select your date of birth.
- Type your PAN in uppercase letters (no spaces).
- Type your full permanent postal address.
- Enter your village/town/city name.
- Type the name of your post office.

6. Police Station, State, and vendor details

- Enter the name of your local police station.
- Select your state from the drop-down.
- Select your district name from the drop-down.
- Type your 6-digit pin code.
- Select OIL's Vendor Code i.e., "Yes" or "No".
- If yes, enter your OIL's Vendor Code No. in the next field.

7. Employment status and dependent status

- Select the employment status from the drop-down list (Yes/No).
- Whether dependent of any OIL employee in service. (Select Yes/No).

8. Contact details and document uploads

- Mobile Number & Email ID shall automatically reflect which was provided at the time of Sign-up.
- click "Choose File" and upload the image within the given size limit.
- Click "Choose File" and upload the scan in JPG/JPEG within the size limit.

9. Read and accept self-declaration

- Read all the declaration points shown under Self Declaration carefully.
- Tick the checkbox "I hereby accept to all the above terms and conditions." to agree.

10. Save or submit the form

- To keep the form for later editing, click "Save As Draft" (right bottom of the window).
- When everything is correct and documents are uploaded, click "Submit".

- Summary page will open, review the details before final submission.

11. Final declaration and submit

- At the bottom of the summary page, read the declaration text.
- Tick the checkbox confirming that all information given is true and final.
- Click the Final Submit button.
- Wait for a few seconds while the system processes your request. Do not refresh or close the browser.

12. View success notification

- You will be redirected to the Tender Dashboard screen.
- A green notification will appear at the top right saying, "**Form Submitted Successfully**", which confirms your application has been finally submitted.
- In the dashboard table you will see a generated Application Number.
- In Tender Form column, click on **View File** to open the submitted form.

S.No	Application No	Tenders Name	Tenders No	Submitted At	Tender Form
1	000004	Hiring the services of Brand New Welding and Cutting Sets for Welding, Cutting & Brazing Operations in OIL's Operational Areas at Assam and Arunachal Pradesh.	A1efoRs121	Application Submission Time:- 27 Nov, 2025 06:28 PM	View File

You have successfully submitted the application save the application form for future reference.